

**VILLAGE OF COTTAGE GROVE**  
**PLAN COMMISSION**  
**Thursday, October 27, 2016**

**MINUTES**

**1. Call to order**

The regular meeting of the Plan Commission for October 27, 2016, was called to order by Jack Henrich at 6:31 p.m.

**2. Determination of quorum and that the agenda was properly posted.**

It was noted that a quorum was present and that the agenda was properly posted. Roll Call was taken. Commission members present were: Don Brinkmeier, Kyle Broom, Mick Conrad, Jack Henrich, Phyllis Jones-Morrison, Jon Russell and Fred Schulze. Staff members present were Village Planner Erin Ruth. Village Administrator Matt Giese, Village Attorney Lee Boushea and Village Clerk Lisa Kalata.

**3. Pledge of Allegiance**

**4. PUBLIC APPEARANCES** – *Public's opportunity to speak about any subject that is not a specific agenda item.*

None

**5. Discuss and consider the minutes from the Plan Commission meeting of October 12, 2016.**

**Motion** by Schulze to approve the minutes from the October 12, 2016 Plan Commission meeting, with the correction of #9 spelling of Brinkmeier, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

**6. Presentation of concept plan from Summit Credit Union for a proposed Planned Unit Development for a new office building to be located in the Cottage Grove Commerce Park at the north end of Landmark Drive**

Peter Tan (an architect with Strang) presented the proposed six story office building totaling 120,000 to 140,000 square feet to consolidate Summit Credit Union's corporate operations into one headquarters building. The building is proposed to occupy 11 acres currently owned by the Landmark Cooperative, located at the north end of Landmark Drive. The six story building height exceeds the limits of the Planned Office zoning district, triggering the need for approval as a PUD. The building would have signage that is scaled to the building size on all sides incorporating Summit Credit Union corporate colors. The landscaping would feature low trees to allow a good view of the building and also allowing shade for the parking area. The Plan Commission supported the zoning exceptions proposed by Summit including the six story height, the shorter trees, the floor area ratio, and the proposed signage.

**7. Comments from Commission Members.**

Brinkmeier commented that it is exciting and will have an overall economic impact to the Village and welcome Summit Credit Union. Conrad commented that the design will have an impact from the highway and will be good for Cottage Grove. Jones-Morrison commented that she agreed with all the positive comments and pleased that Summit Credit Union is coming to Cottage Grove. Schulze commented that it was a nice presentation and very pleased. Ruth explained that it is a multi-step process with the PUD and will take this feedback and work on a general development plan to be brought back to the November meeting. It will then move to the more detailed design phase which could take some time and then come back for final site plan approval.

**8. Future agenda items.**

Meeting on November 17, 2016

General development plan for Summit Credit Union

Presentation from the Rugby Club

Concept presentation for potential subdivision

**9. Adjournment**

**Motion** by Brinkmeier to adjourn at 7:17 p.m., seconded by Jones-Morrison. **Motion** carried with a voice vote of 7-0-0.

Lisa Kalata, Clerk  
Village of Cottage Grove  
Approved: November 17, 2016

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.